

### **§ 1000.13**

- (1) Office of the Budget;
- (2) Office of Hazard Identification and Reduction;
- (3) Office of Information and Public Affairs;
- (4) Office of Compliance;
- (5) Office of Planning and Evaluation;
- (6) Office of Human Resources Management;
- (7) Office of Information Services;
- (8) Directorate for Administration;
- (9) Directorate for Field Operations.
- (c) The following units report directly to the Assistant Executive Director for Hazard Identification and Reduction:
  - (1) Directorate for Economic Analysis;
  - (2) Directorate for Epidemiology;
  - (3) Directorate for Health Sciences;
  - (4) Directorate for Engineering Sciences;
  - (5) Directorate for Laboratory Sciences.

[61 FR 1707, Jan. 23, 1996, as amended at 64 FR 66579, Nov. 29, 1999]

### **§ 1000.13 Directives system.**

The Commission maintains a Directives System which contains delegations of authority and descriptions of Commission programs, policies, and procedures. A complete set of directives is available for inspection in the public reading room at Commission headquarters.

### **§ 1000.14 Office of the General Counsel.**

The Office of the General Counsel provides advice and counsel to the Commissioners and organizational components of the Commission on matters of law arising from operations of the Commission. It prepares the Commission's legislative program and comments on relevant legislative proposals originating elsewhere. The Office, in conjunction with the Department of Justice, is responsible for the conduct of all Federal court litigation to which the Commission is a party. The Office also advises the Commission on administrative litigation matters. The Office provides final legal review of and makes recommendations to the Commission on proposed product safety standards, rules, regulations, petition actions, and substantial hazard ac-

### **16 CFR Ch. II (1-1-04 Edition)**

tions. It also provides legal review of certain procurement, personnel, and administrative actions and drafts documents for publication in the FEDERAL REGISTER.

### **§ 1000.15 Office of Congressional Relations.**

The Office of Congressional Relations is the principal contact with the committees and members of Congress. It performs liaison duties for the Commission, provides information and assistance to Congress on matters of Commission policy, and coordinates testimony and appearances by Commissioners and agency personnel before Congress.

### **§ 1000.16 Office of the Secretary.**

The Office of the Secretary prepares the Commission's agenda, schedules and coordinates Commission business at official meetings, and records, issues, and stores the official records of Commission actions. The Office prepares and publishes the Public Calendar under the Commission's Meetings Policy. The Office exercises joint responsibility with the Office of the General Counsel for the interpretation and application of the Privacy Act, Freedom of Information Act, and the Government in the Sunshine Act, and prepares reports required by these acts. It issues Commission decisions, orders, rules, and other official documents, including FEDERAL REGISTER notices, for and on behalf of the Commission and controls the use of the Commission seal. The Secretary of the Commission also serves as the agency's Advisory Committee Management Officer, and is responsible for managing the establishment, procedures, and accomplishments of all advisory committees utilized by the Commission. The Office supervises and administers the dockets of adjudicative proceedings before the Commission. The Office maintains the records of continuing guaranties of compliance with applicable standards of flammability issued under the Flammable Fabrics Act (FFA) which are filed with the Commission in accordance with provisions of section 8(a) of the FFA (15 U.S.C. 1197(a)). Upon request, the Office of the Secretary provides appropriate forms to persons and